


There's One For You And One To Pass Along To A Friend!

2007 LEAVE RECORD

LEAVE PERIODS 		DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD <small>Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.</small>														ANNUAL LEAVE Carried Over _____	SICK LEAVE Carried Over _____	OTHER LEAVE Carried Over _____						
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance			Earned/Used/Balance			Earned/Used/Balance		
1	JAN 7 - JAN 20									H								4						
2	JAN 21 - FEB 3																	4						
3	FEB 4 - FEB 17																	4						
4	FEB 18 - MAR 3		H															4						
5	MAR 4 - MAR 17																	4						
6	MAR 18 - MAR 31																	4						
7	APR 1 - APR 14																	4						
8	APR 15 - APR 28																	4						
9	APR 29 - MAY 12																	4						
10	MAY 13 - MAY 26																	4						
11	MAY 27 - JUN 9		H															4						
12	JUN 10 - JUN 23																	4						
13	JUN 24 - JUL 7											H						4						
14	JUL 8 - JUL 21																	4						
15	JUL 22 - AUG 4																	4						
16	AUG 5 - AUG 18																	4						
17	AUG 19 - SEP 1																	4						
18	SEP 2 - SEP 15		H															4						
19	SEP 16 - SEP 29																	4						
20	SEP 30 - OCT 13									H								4						
21	OCT 14 - OCT 27																	4						
22	OCT 28 - NOV 10																	4						
23	NOV 11 - NOV 24		H										H					4						
24	NOV 25 - DEC 8																	4						
25	DEC 9 - DEC 22																	4						
26	DEC 23 - JAN 5			H							H							4						

A - Annual
S - Sick
H - Holiday

CE - Compensatory Earned
CU - Compensatory Used
L - Leave Without Pay

E - Excused
ML - Military
CL - Court

F - Flex Day

Note: Annual Leave
earned each pay
period depends on
your length of service:

Less than 3 years.....4 hrs.
3 - 15 years6 hrs.
(10 hrs. in last pay period)
15 years and over.....8 hrs.

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2007 FEDERAL EMPLOYEES LEAVE RECORD

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